



LAUNDRY SUPERVISOR I
\$2392.00 - \$2909.00

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

HOW TO APPLY: A State of California application, (Form 678) must be postmarked no later than the final filling date. Applications postmarked, faxed, personally delivered, or received via interoffice mail must be received before the close of business at 5:00 p.m. on the final filing date, no exceptions will be made. Applications may be downloaded from the State Personnel Board website at www.spb.ca.gov. Do not submit applications to the State Personnel Board.

SUBMIT APPLICATION TO: **VETERANS HOME OF CA, YOUNTVILLE**
HUMAN RESORUCE - TESTING UNIT
110 CALIFORNIA DRIVE
YOUNTVILLE, CA 94599-1414

FINAL FILING DATE: **May 5, 2006.** It is anticipated that interviews will be held during May or June 2006. No written test is required. The entire examination will consist of an interview.

EXAMINATION ELIGIBILITY LIMITATION: The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Veterans Affairs within the last 12 months, you are not eligible to compete in this examination.

SPECIAL TESTING: If you have a disability and need special testing arrangements, mark the appropriate box in part 2 of the Application for Examination. You will be contacted to make specific arrangements.
NOTE: Accepted competitors are required to bring either a photo identification card or two forms of signed identification.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:
NOTE: All competitors must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.
NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, competitors possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:
Either I
One year of experience in the California state service performing the duties of a Launderer or Laundry Worker.
Or II
Experience: Two years of laundry experience in a large commercial establishment in the operation of laundry equipment and machinery, one year of which shall have been in a supervisory capacity. **and**
Education: Equivalent to completion of the ninth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Special Personal Characteristics: Understanding of and willingness to work with the patient/resident population of a State geriatric facility; supervisory ability; personal cleanliness; and freedom from communicable diseases.

THE POSITION: Under direction, to assist with the work performed in the operation of the laundry; to assist the Laundry Supervisor III in planning, organizing, and supervising the operation of laundry; to supervise the maintenance of laundry equipment and supplies; to instruct laundry workers; may instruct, lead or supervise resident workers; acts for the Laundry Supervisor III in their absence; and to do other related work.

EXAMINATION INFORMATION: This examination will consist of a Qualifications Appraisal Interview only, weighted 100% In order to obtain a position on the eligible list; a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

SCOPE: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

See Reverse Side For Additional Information

Laundry Supervisor I
Open Spot – Yountville, California

- A. Knowledge of:**
- 1. Principles, procedures, and equipment used in receiving, sorting, washing, ironing, finishing, and distributing laundry in large quantities
 - 2. Laundry sanitation and safety measures used in operating, cleaning, and care of equipment and machinery
 - 3. Preparation and use of bleaches, soaps, starches, and disinfectant compounds
 - 4. Methods of substances used to remove stains from various materials
 - 5. Maintenance and repair of laundry equipment and machinery
 - 6. Principles of effective supervision
 - 7. Use of purchase orders for equipment and machinery
 - 8. Manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
- B. Ability to:**
- 1. Keep inventories and make requisitions
 - 2. Plan, organize, and direct the work of others
 - 3. Demonstrate mechanical aptitude
 - 4. Analyze situations accurately and adopt an effective course of action
 - 5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted but read the "Requirement for Admittance" carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST INFORMATION: The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies in Yountville only.

Veterans Preference Credits are not granted in this examinations.

General Information

It is the candidate's responsibility to contact Human Resource in Yountville, California, (707) 944-4550, three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature, it is the candidate's responsibility to contact Human Resource in Yountville, California, (707) 944-4550, and three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices and local offices of the Employment Development Department, and the Department noted on front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2, State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and regency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Home of California, Yountville
Human Resource
110 California Drive
Yountville, California 94599-1414
Public Telephone (707) 944-4550
TDD voice of hearing impaired (707) 944-4560
www.cdva.ca.gov